



REPLY TO  
ATTENTION OF

DEPARTMENT OF THE ARMY  
INSTALLATION MANAGEMENT AGENCY  
UNITED STATES ARMY GARRISON SCHWEINFURT  
CMR 457  
APO AE 09033

IMEU-SWF-ZA

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Policy Memorandum #1-5, School Suspension/Community Service Program

1. Reference: AE Reg. 27-9, Misconduct by Civilians, 18 Apr 06
2. Purpose: To provide policy and guidance for youth discipline and school suspension.
3. Applicability: This policy applies to students currently enrolled in Schweinfurt Elementary School, Schweinfurt Middle School, and Schweinfurt students attending Wuerzburg American High School.
4. Responsibilities:
  - a. Parents are responsible for the behavior of their children.
  - b. The Garrison Commander is responsible for promoting the well being and safety of students.
  - c. DODDS officials are responsible for insuring a safe and functional learning environment for students and providing the School Liaison Officer (SLO) with detailed facts concerning the student's conduct which resulted in the out of school suspension.
  - d. The SLO will review the information provided by DODDS officials and take appropriate action.
5. Policy:
  - a. The intent of this policy is to handle student misconduct at the lowest possible level and to let students know how serious misconduct in the school is. Just as I do not tolerate misconduct in the community I also will not tolerate misconduct at school. This policy will deter future poor behavior and suspensions by promoting community involvement through a work program and prohibiting students from getting a "free day" off from school.
  - b. Forward a report of misconduct resulting in a suspension of a student for one or more days to the SLO at the USAG Schweinfurt. The SLO will handle the report of misconduct per UR 27-9.
  - c. Should a student receive a suspension for one or more days, the following will take place:
    - (1) The school will notify the parents of the school suspension, and refer the sponsor and student to the Schools Liaison Office (SLO).
    - (2) The parents will report to the SLO office at 0830 the first day of their child's suspension. The SLO will give sponsor/offender an opportunity to consent to community service during the out of school suspension period. If a case warrants it, the SLO may recommend counseling.

---

This Policy Memorandum supersedes Policy Memorandum #1-5, dated 14 Sep 04, and remains in effect until superseded or rescinded.

IMEU-SWF-ZA

SUBJECT: Policy Memorandum #1-5, School Suspension/Community Service Program

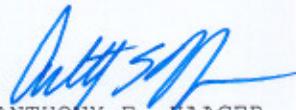
d. Requesting the offender to perform community service is the most common administrative sanction. The parent must consent to their child participating in the community service work program. SLO will forward names of anyone who fails to consent to or participates unsatisfactorily in a community service work program to the Assistant Civilian Misconduct Action Authority (ACMAA). If a parent/student fails to consent or performs unsatisfactorily during community service the following actions will occur:

(1) The Civilian Misconduct Action Authority (CMAA) may consider taking other appropriate action against the offender.

(2) The student will forfeit any opportunity in participating in the Summer Hire Program.

6. The proponent for this policy memorandum is the Garrison School Liaison Officer at 354-6057/6090.

"Pride, Professionalism, Teamwork"



ANTHONY E. HAAGER  
LTC, QM  
Commanding

DISTRIBUTION:

A